

Chapter 9

Severance Pay

Chapter Overview

Purpose This chapter provides information on the Severance Pay Calculator when performing separation functions.

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See Also



Module 4, Staffing Using the Modern DCPDS
Module 6, Pay, Benefits, and Entitlements Using the Modern DCPDS
Module 8, Payroll Management Using the Modern DCPDS

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Severance Pay Calculator

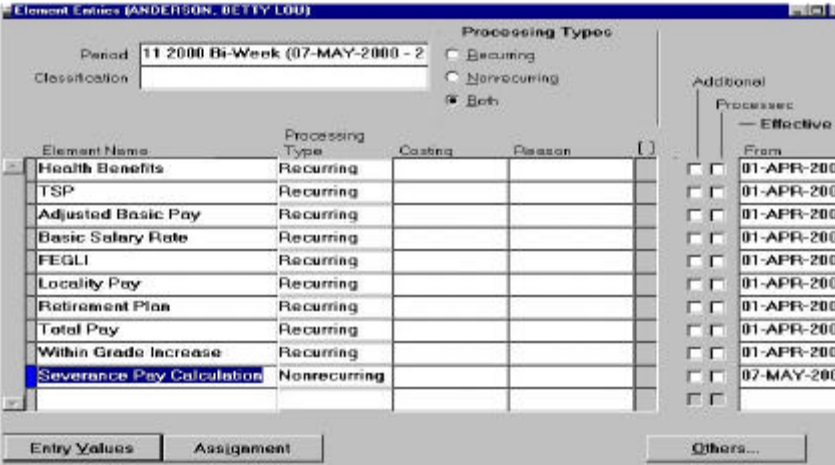
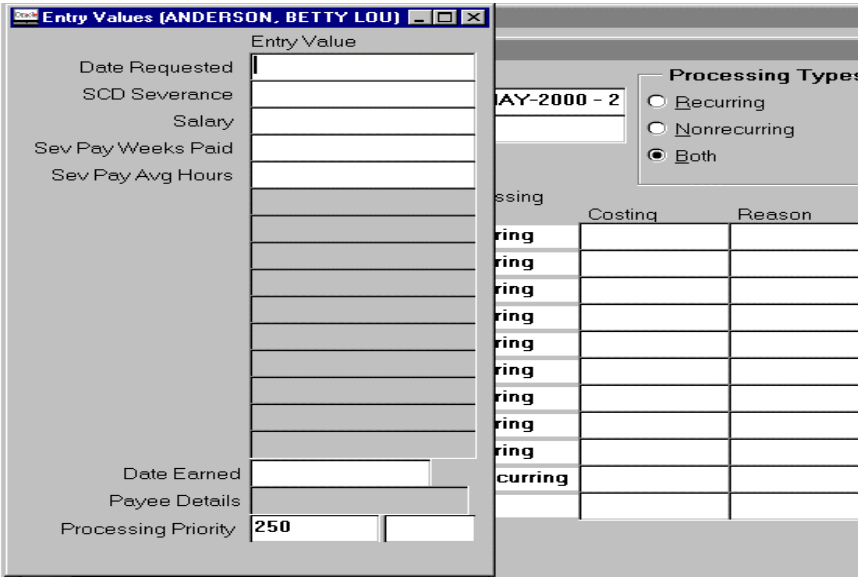
Using the Severance Pay Calculator

Step	Action																																																												
1	On the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open> . The People Window displays with the Find Person Window overlaid. Query for the employee or type in the last name and click <Find> .																																																												
2	The People Window displays with the data fields populated. Click <Assignment> .																																																												
3	The Assignment Window displays. Click <Entries> . The Element Entries Window displays with the Element Name column and other data fields populated.																																																												
4	Move the <i>Current Record Indicator</i> to a blank data field and click the LOV. Select Severance Pay Calculation and click <OK> . <div data-bbox="654 951 1282 1686" data-label="Image"> <p>The screenshot shows a window titled 'Elements' with a search bar at the top containing '%'. Below is a list of elements and their processing types. The 'Severance Pay Calculation' element is highlighted in the list.</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Processing Type</th> </tr> </thead> <tbody> <tr><td>Non Watch Allowance</td><td>Recurring</td></tr> <tr><td>Non Watch Allowance</td><td>Recurring</td></tr> <tr><td>Number of Class Hours</td><td>Recurring</td></tr> <tr><td>Other Pay</td><td>Recurring</td></tr> <tr><td>Part Time Hours Worked</td><td>Recurring</td></tr> <tr><td>Post Differential Amount</td><td>Recurring</td></tr> <tr><td>Post Differential Percent</td><td>Recurring</td></tr> <tr><td>Premium Pay</td><td>Recurring</td></tr> <tr><td>Recruitment Bonus</td><td>Nonrecurring</td></tr> <tr><td>Reimbursement Moving Expense</td><td>Nonrecurring</td></tr> <tr><td>Relocation Bonus</td><td>Nonrecurring</td></tr> <tr><td>Replacement Supplement</td><td>Nonrecurring</td></tr> <tr><td>Representational Time</td><td>Nonrecurring</td></tr> <tr><td>Retention Allowance</td><td>Recurring</td></tr> <tr><td>Retention Allowance NAF</td><td>Recurring</td></tr> <tr><td>Retirement Annuity</td><td>Recurring</td></tr> <tr><td>Salary Left to Earn</td><td>Recurring</td></tr> <tr><td>Separate Maintenance Allowance</td><td>Recurring</td></tr> <tr><td>Severance Pay</td><td>Nonrecurring</td></tr> <tr><td>Severance Pay Calculation</td><td>Nonrecurring</td></tr> <tr><td>Shift Differential</td><td>Nonrecurring</td></tr> <tr><td>Shift Differential NAF</td><td>Recurring</td></tr> <tr><td>Staffing Differential</td><td>Recurring</td></tr> <tr><td>Supervisory Differential</td><td>Recurring</td></tr> <tr><td>Supplemental Pay</td><td>Recurring</td></tr> <tr><td>Supplemental Post Allowance</td><td>Recurring</td></tr> <tr><td>Temporary Lodging Allowance</td><td>Recurring</td></tr> <tr><td>Tropical Differential</td><td>Recurring</td></tr> <tr><td>Uniform Allowance</td><td>Nonrecurring</td></tr> </tbody> </table> </div>	Element Name	Processing Type	Non Watch Allowance	Recurring	Non Watch Allowance	Recurring	Number of Class Hours	Recurring	Other Pay	Recurring	Part Time Hours Worked	Recurring	Post Differential Amount	Recurring	Post Differential Percent	Recurring	Premium Pay	Recurring	Recruitment Bonus	Nonrecurring	Reimbursement Moving Expense	Nonrecurring	Relocation Bonus	Nonrecurring	Replacement Supplement	Nonrecurring	Representational Time	Nonrecurring	Retention Allowance	Recurring	Retention Allowance NAF	Recurring	Retirement Annuity	Recurring	Salary Left to Earn	Recurring	Separate Maintenance Allowance	Recurring	Severance Pay	Nonrecurring	Severance Pay Calculation	Nonrecurring	Shift Differential	Nonrecurring	Shift Differential NAF	Recurring	Staffing Differential	Recurring	Supervisory Differential	Recurring	Supplemental Pay	Recurring	Supplemental Post Allowance	Recurring	Temporary Lodging Allowance	Recurring	Tropical Differential	Recurring	Uniform Allowance	Nonrecurring
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Severance Pay Calculator, Continued

Using the Severance Pay Calculator (continued)

Step	Action
5	<p>The Element Entries Window displays. Click <Entry Values>.</p> 
6	<p>The Entry Values Window displays. Complete the data fields:</p> 

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Severance Pay Calculator, Continued

Using the Severance Pay Calculator (continued)

Step	Action																
6 (cont)	<table> <tr> <th>Data Field</th><th>Action</th></tr> <tr> <td>Date Requested</td><td>Enter effective date of request.</td></tr> <tr> <td>SCD Severance</td><td>Enter the Service Comp Date.</td></tr> <tr> <td>Salary</td><td>Enter salary.</td></tr> <tr> <td>Sev Pay Weeks Paid</td><td>Enter any if paid previously.</td></tr> <tr> <td>Sev Pay Avg Hours</td><td>Enter average hours.</td></tr> <tr> <td>Date Earned</td><td>Self-explanatory.</td></tr> <tr> <td>Processing Priority</td><td>System-generated number.</td></tr> </table>	Data Field	Action	Date Requested	Enter effective date of request.	SCD Severance	Enter the Service Comp Date.	Salary	Enter salary.	Sev Pay Weeks Paid	Enter any if paid previously.	Sev Pay Avg Hours	Enter average hours.	Date Earned	Self-explanatory.	Processing Priority	System-generated number.
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7	Click Save on the Toolbar. This sends the worksheet to the printer. It does not store the calculation in the application.																
8	Exit the windows.																
